



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted		
2	ALL PERSONS INTERESTED		
3	Job Classification		
4	BUREAU CHIEF (EXECUTIVE LEVEL)		
5	Posting Number		
6	PN# 103877		
7	Department		
8	Health & Human Services Department		
	Division		
	Environmental Health		
	Section		
	Bureau of Animal Care & Regulation (BARC)		
	Reporting Location		
	2700 Evella		
	Workdays & Hours		
	M - F, 8 a.m. - 5 p.m.*		
	*Subject to change		
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS		
	Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.		
	CORE FUNCTIONS		
	<ul style="list-style-type: none">➤ Oversees and supervises Bureau staff, directing, coordinating and closely monitoring all animal control activities within Bureau. Coordinates with volunteer organizations and media to optimize cooperation and assistance. Establishes and implements written policies, procedures and program audits to accurately track and monitor program and ensure efficient use of city and volunteer resources.➤ Designs, develops and recommends new public health strategies to handle expanded community involvement in additional services, control, and education. Prepares and manages the annual Bureau budget, authorizing all expenditures.➤ Maintains contact with and responds to inquiries from citizens, public officials, advisory groups on animal control.➤ Supervises the effective use of professional veterinary resources.➤ Participates in COH Animal Control Advisory Committee. Conducts special projects and assignments as requested by, Assistant Director or Director, HDHHS.		
10	WORKING CONDITIONS		
	The position is physically comfortable; the individual has discretion about walking, standing, etc.		
11	MINIMUM EDUCATIONAL REQUIREMENTS		
	A Doctoral degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics is required.		
12	MINIMUM EXPERIENCE REQUIREMENTS		
	Four years of supervisory and administrative experience in a major health agency are required. A Master's degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics, and seven years of supervisory and administrative experience in a major health agency, or a Bachelor's degree and nine years of supervisory and administrative experience in a major health agency may be substituted for the above education requirement.		
	MINIMUM LICENSE REQUIREMENTS		
13	Must have a valid Texas Driver's License and comply with the City of Houston's policies on driving and drug testing.		
	PREFERENCES		
14	<ul style="list-style-type: none">➤ Experience with management of contracts and contractors.➤ Experience with training techniques, protocols and report formats.➤ Experience with tracking budgets.➤ Experience with performing special assignments.➤ Computer skills including Microsoft Word, Excel and Access.➤ Ability to communicate orally and in writing with precision.		
	SELECTION/SKILLS TESTS REQUIRED None		
15			
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	SALARY INFORMATION GENERAL FUND POSITION		
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:		
	Salary Range - Pay Grade 30 \$1,999- \$2,806 Biweekly \$51,974 - \$72,956 Annually		
18	OPENING DATE April 20, 2005		
19	CLOSING DATE Open Until Filled		
20	APPLICATION PROCEDURES		
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.		
	An equal opportunity employer		